

OS REGISTRY
FILE

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller

FROM:

Chief, Regulations Control Branch
Information Systems Analysis Staff, DDA

SUBJECT:

Proposed HR [REDACTED] Storage of Classified Material,
Draft A (Job #8759)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposal, initiated by the Office of Security, implements security safeguards dictated by Executive Order 12065 and replaces existing regulation HR [REDACTED]

2. Please forward your concurrence or comments no later than 20 December 1978. Since the aforementioned Executive order became effective 1 December 1978, please consider this as a priority action to be given immediate attention. Questions may be directed to [REDACTED]

Attachments:

1. Proposed HR [REDACTED]
2. Concurrence Sheet

*New Series

cc: AO/DCI OS
SSA/DDA OL
C/ISAS OC
RAB

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SECURITY

HR [REDACTED]

23. STORAGE OF CLASSIFIED MATERIAL

SYNOPSIS

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_____ This regulation prescribes the policies, authority and responsibilities associated with the storage of classified material within the United States.

a. AUTHORITY. Policies promulgated in this regulation are established in accordance with the requirements of Section 4-103 of Executive Order 12065, National Security Information, dated 28 June 1978, and Section IV.F of the Information Security Oversight Office implementing directive, effective 1 December 1978.

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b. GENERAL. Classified material in the custody of the Agency shall be stored only in facilities or under conditions that will provide adequate protection and prevent access by unauthorized persons.

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c. RESPONSIBILITIES

(1) ~~Employees~~. Individual employees are responsible for securing classified material in their

/EMPLOYEES/

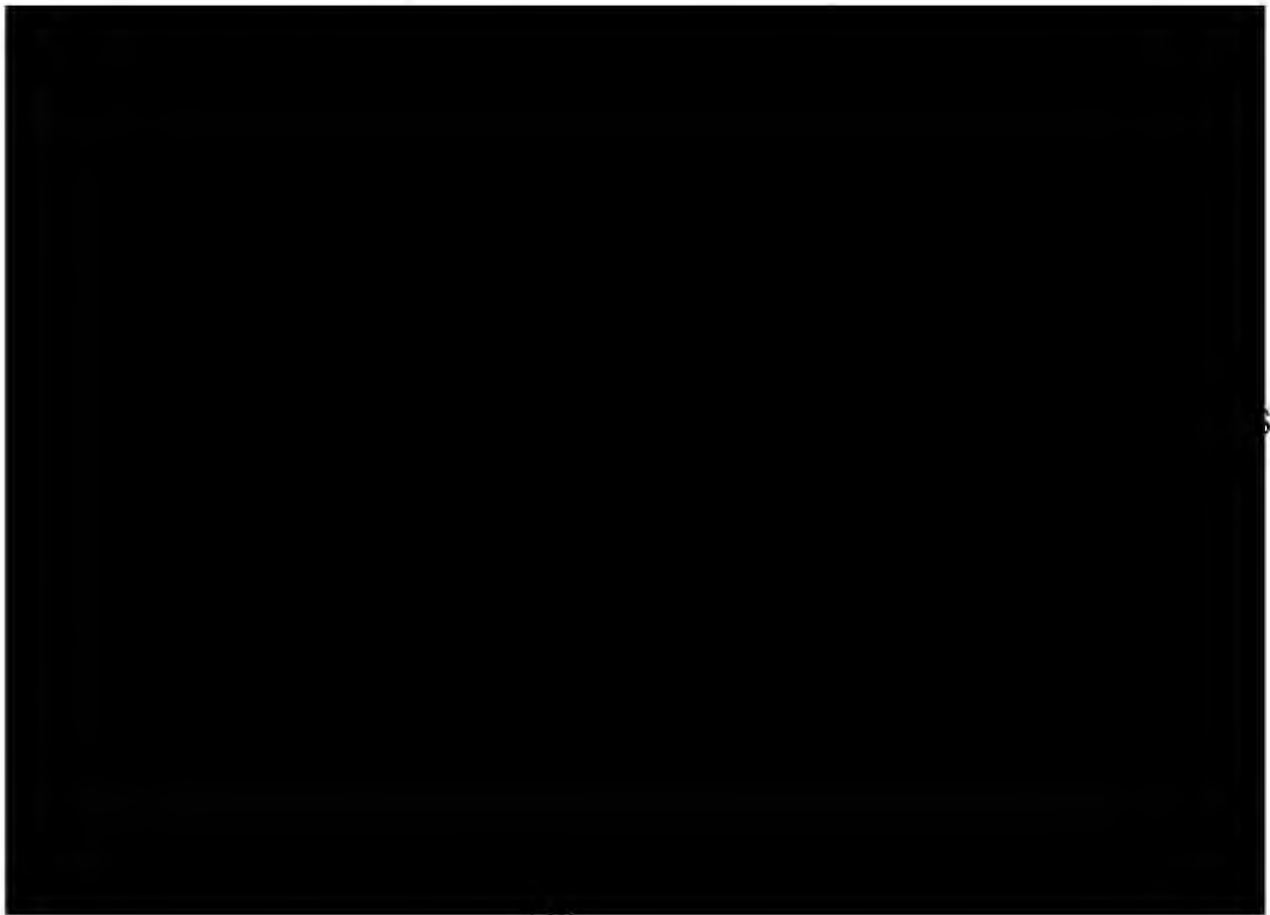
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possession in designated equipment and areas when not being maintained under personal control in approved work areas.

(2) ~~Director of Security~~. The Director of
/DIRECTOR OF SECURITY/
Security is responsible for establishing standards in accordance with the requirements of the Information Security Oversight Office implementing directive, effective 1 December 1978, for the proper storage of classified materials, to include approved criteria for vault and vault-type room construction and for the acceptability of safes, safekeeping devices, and other classified storage equipments.

(3) ~~Director of Logistics~~. The Director
/DIRECTOR OF LOGISTICS/
of Logistics will ensure that all requests for the construction of vaults and vault-type rooms and for the purchase, lease, or issue of safekeeping storage equipments are approved by the Director of Security and bear the concurrence of the Agency Records Management Officer. The latter must certify to the records management justification for the request.

d. STORAGE REQUIREMENTS



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Confidential information and material may be stored as specified in paragraph (2)(a) above. Alternatively, with the prior approval of the Director of Security, Secret and Confidential information or material may be stored in an approved vault-type room or in a GSA-approved Class 1 or Class 5; safe-type; steel
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file cabinet.

(3) Any exception to the above storage requirements must have the prior approval of the Director of Security.

(4) Specifications for approved vaults and vault-type rooms are available from the Office of Security.

(5) If the bulk, or volume, of classified material presents a storage problem, and it is not possible to comply with the provisions of paragraph d(1) or d(2) above, the Director of Security must be consulted for guidance.

e. COMBINATIONS. Safekeeping equipment combinations are classified Top Secret; they are not to be carried on a person, recorded in any manner inconsistent with good security practice, or disclosed over the black or red telephone. Supervisors will limit distribution of combinations to the number of persons (custodians) necessary for operating purposes. Supervisors will also ensure that combinations to safekeeping equipments used for the storage of sensitive compartmented information, cryptographic materials, and Restricted Data are given only to individuals holding the

commensurate access approvals or clearance associated with such information or data.

(1) ~~Combination Changes.~~ The Office of
/COMBINATION CHANGES/
Security is responsible for changing combinations to all Agency safekeeping equipment in the Headquarters area. Newly received safekeeping equipment will not be used until a representative of the Office of Security has reset the combination. Thereafter, the Office of Security will arrange for changing combinations at least once every year and when otherwise required. Operating Officials will ensure that combinations to safekeeping equipment are changed: (a) upon separation or transfer of a custodian; (b) when a custodian no longer needs access to the material therein; (c) whenever a combination has been subjected to possible compromise; and (d) whenever the equipment is taken out of service.

(2) ~~Combination records.~~ The Office of
/COMBINATION RECORDS/
Security maintains a central record of the combinations to all Agency safekeeping equipments in the Headquarters area and of the identities of their custodians.

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[REDACTED] combina-

tions to safekeeping equipment under their cognizance are changed at least once every year and when otherwise required as specified in ~~sub~~paragraph e(1) above. They will also maintain a record of such combinations and of the identities of the custodians.

f. USE AND CARE OF SAFEKEEPING EQUIPMENT.

Custodians ~~shall~~ follow procedures that ensure un-
/will/
authorized persons do not gain access to classified information. Custodians must know the proper method of locking and checking all safekeeping equipment to which they have access and will report immediately to the Office of Security the improper working order of safekeeping equipment under their care. The Office of Security will correct mechanical defects in the operation of such equipments.

g. TRANSFER OF SAFEKEEPING EQUIPMENT

(1) Before safekeeping equipment is transferred out of an office, the principal custodian and the appropriate supervisor will ensure that the equipment is empty of all material, including any

posted record of custodians, and in the Headquarters
/h/
area will contact the Office of Security to request
the equipment be processed for transfer.

(2) Before any furniture or equipments
that were used to store classified material within
vaults or vault-type rooms are transferred out of
an office (including desks, tables, file cabinets,
shelving, etc.), the principal custodian and the
appropriate supervisor are responsible for checking
the furniture and equipment to ensure that it does
not contain any classified material. This will include
a check to make certain that no classified material has
fallen under or behind the drawers of such furniture
and equipment.

DISTRIBUTION: AB

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